



School Board of the City of Richmond Public Schools
Division of Procurement and Property Management
2395 Hermitage Road, Votex Building
Richmond, Virginia 23220

MEMORANDUM for Record

Date: October 25, 2021

Subject: Q&A, RFP 21-6990-06, Facilities Assessment

Questions received through October 23, 2021 include:

- **1Q:** Page 6, Section III.2.a Services to be provided include...partial assessment focused on one or several components” - Can you provide an estimate of how many partial estimates might be expected? Pricing the performance of a partial assessment is not just taking a fractional square footage cost of a whole building assessment.

1A: This information is not currently available. Offerors should use their professional judgement in submitting prices for partial assessments
- **2Q:** Page 7, Section III.2.b(5) “provide a long-range facilities maintenance and development plan that utilizes current estimates of enrollment demand and educational goals. The plan should incorporate the following components, though RPS reserves the right to add additional components”- Are enrollment trends available to provide to the successful offeror? Are the educational goals defined in writing? It appears the intent of this section goes beyond condition-based factors; are accurate drawings and room usage details available to provide to the successful offeror? How should pricing be estimated for undefined “additional components” that may have to be considered?

2A: RSP and the Contractor will collaborate to provide all available information on trends, goals, programs, and other factors that may affect the overall assessment of the facility(ies). Offerors should use their professional judgement in submitting prices for defined and undefined work.
- **3Q:** Page 10, Section III.2.e(5)- “In addition to the cost opinion, reports should include validation of square footage”- Please clarify this task. Is the expectation that the successful offeror will measure spaces and buildings?

3A: The Contractor will need to comply with the requirements of the Scope.
- **4Q:** Page 13, Tab 4 paragraph references "Pricing". Is this the price per square foot schedule?

4A: Yes. See Section XI, Pricing Schedule
- **5Q:** In Section III.2.d, it indicates that “Contractor is prohibited from entering into a contract with a bidder or contractor using information acquired to develop or draft specifications,”. **If awarded this contract (21-6990-06), would that preclude our firm from response and award of**

a subsequent contract to perform any design services for recommended work outlined within reports delivered in response to this RFP/contract?

5A: See Addendum No.2 In the event RPS proceeds to construction bidding, Contractor is prohibited from entering into a third-party contract with a bidder or contractor using RPS-owned information acquired to develop or drafts specifications, reports, analyses, requirements, statements of work, requests for proposals, contract terms and conditions, or other documents for use in conducting the construction procurement.

- **6Q:** Section 6.f. Could you please expand on the elevator assessment? Is the client expecting our team to disrupt elevator service during assessment?

6A: The Section where this information is located is 6.r.:

It is anticipated that the elevator would be put out of service while the Contractor performs his/her evaluation. The date/time will have to be coordinated with the RPS Project Manager for this project.

- **7Q:** Vendor data sheet - Would the district accept individual references for similar projects for team members?

7A: No.

- **8Q:** Will the assessment team be required to provide ladders for above ceiling and roof access? It is typically customary that clients provide above ceiling and roof access.

8A: RPS can provide. Ladders and or lifts. Contractor shall schedule 48 hours in advance with the RPS Project Manager

- **9Q:** If we are to observe VAVs, is that something to be done during off hours to minimize classroom disruption?

9A: Contract should work in conjunction with Facilities to develop a performance schedule for each location to receive an assessment. See Addendum No. 2.

- **10Q:** While performing the asset inventory would RPS require bar codes be applied?

10A: Bar codes are not anticipated.

- **11Q:** Section 5a - Can you further define expectations for summary description?

11A: Each component or system should be summarized to provide an adequate description of location, form, fit, function, etc. based on Contractors professional judgement

- **12Q:** Will the assessments be allowed to occur during school-day hours? Or will they have to occur when the school is not in use

12A: See 9A

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NOTES:

Nothing herein shall change the meaning or intent of the solicitation unless and until changed by formal addendum released by the Purchasing Agency.

This is the author's interpretation of the minutes. Corrections, additions, or changes should be addressed within three days of the above date.